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Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020005-4

Executive Registry
7/- 4601

7 September 1971

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations
1-31 August 1971

1. The workload in August 1971 totaled 65,011 items, 16% more than August of last year and 1% more than July 1971.

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2. As of 31 August we had an assigned strength of [REDACTED] persons. Anticipated personnel changes in September should reduce the on board strength to our authorized [REDACTED]

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3. The draft of the final section of Cable Secretariat History was completed and sent to [REDACTED] on 27 August. This section completes the history of this office through 30 June 1971.

4. We have established a procedure for disseminating non-CIA cables through the use of Address Indicating Groups (AIG's), a form of address used by the U.S. Military Services to transmit cables with specified subjects to a predetermined list of addressees. Through the marriage of our cable requirements with these specific subjects we have been able to issue a series of dissemination instructions based on the AIG numbers. Since we disseminate approximately 10 - 15,000 of these cables monthly, the procedure should be a distinct aid to our analysts, and increase the speed of handling this type message. [REDACTED] is responsible for this new procedure and she has done a splendid job of setting up the SOP's.

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5. [REDACTED], a consultant with the Fine Arts Commission, visited our office on 1 June. Acting upon the recommendations he outlined in a memorandum to [REDACTED] on 16 July, we have embarked on a program to improve the working areas of the Cable Secretariat and the

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appearance of the office in general. To date, an air conditioning unit has been installed in our press room and our safes have been painted. Additional improvements are being scheduled with the Logistics Services Division.

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6. [REDACTED] Chairman, Fine Arts Commission, has been working closely with us to implement other of [REDACTED] recommendations to make more attractive the Cable Secretariat working areas. We hope to be able to report some results by next month.

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[REDACTED]
/ Cable Secretary

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: [REDACTED]		25X1A	EXTENSION 5838	NO. DATE 7 September 1971
TO: (Officer designation, room number, and building)		DATE RECEIVED FORWARDED		OFFICER'S INITIALS
1. <i>6K</i> Executive Director/ Comptroller		15 SEP 1971		<i>W</i>
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11. Cable Secretary 1A-53 Hqs.				
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